



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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October 16, 2007

Board of Supervisors
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Fifth District

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**PROBATION DEPARTMENT: APPROVAL TO CONTRACT WITH HOWROYD
WRIGHT EMPLOYMENT AGENCY, INC. DBA APPLEONE EMPLOYMENT
SERVICES TO PROVIDE CLERICAL SERVICES FOR CENTRAL JUVENILE HALL
(FIFTH SUPERVISORIAL DISTRICT) (3-VOTE)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chair to sign a contract with Howroyd Wright Employment Agency, Inc., dba AppleOne Employment Services (AppleOne), for the provision of clerical services for Probation at an estimated annual amount of \$652,821 for a term commencing November 1, 2007 through October 31, 2008. Funding for this contract is included in fiscal year (FY) 2007-08 Final Adopted Budget.
2. Delegate authority to the Chief Probation Officer to prepare and execute modifications to the recommended contract for any decreases or increases not to exceed 10 percent of the contract amount, and/or 180 days to the period of performance pursuant to the terms contained in the contract, upon approval as to form by County Counsel. The Chief Probation Officer will notify the Chief Executive Office in writing within 10 business days after execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

The purpose of the recommended actions is to authorize the Chief Probation Officer to negotiate, sign, and execute a contract with AppleOne on a sole source basis, for clerical services for Probation at Central Juvenile Hall. AppleOne has the infrastructure

and expertise necessary to provide the services immediately. They can commence services as soon as a contract is awarded.

On March 8, 2005, your Board approved contracting with Simpson & Simpson Business and Personnel Services (S&S) for clerical services at Central Juvenile Hall. The contract was executed and the contract term is scheduled to expire on October 31, 2007. S&S notified the Probation that they will not renew their contract. As a result of the Department's unique needs at the juvenile halls, the Department is taking the opportunity to hire permanent County employees in place of contracted workers. County employees will provide a more stable workforce and enhance confidentiality and security concerns. The proposed sole source contract will enable Probation to continue the current clerical services at Central Juvenile Hall until County employees can be transitioned to perform the clerical services.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the Countywide Strategic Plan Goal 2: Workforce Excellence; Goal 3: Organizational Effectiveness; and Goal 4: Fiscal Responsibility. Implementation of the recommendations will enable the Department to continue receiving high quality, efficient clerical services.

FINANCIAL IMPACT/FINANCING:

The estimated cost for this contract is \$652,821. Funding for this contract is included in FY 2007-08 Final Adopted Budget for Probation to finance the contract payments. The proposed contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Since 1987, Probation has contracted for clerical services at Central Juvenile Hall. Probation has a need to continue utilizing these services at its designated work location. The scope of work for this contract includes providing clerical services at Central Juvenile Hall.

The standardized contract contains all of the most recent required provisions including, but not limited to: non-responsibility and debarment; child support compliance; Greater Avenues for Independence and General Relief Opportunity for Work (GAIN/GROW) program; Safely Surrendered Baby Law; and the provisions of paid jury service time for their employees.

Probation will not require the contractor to perform services that exceed the Board-approved contract amount, scope of work, and/or contract dates. County Counsel has approved the contract as to form.

CONTRACTING PROCESS

The proposed contract is recommended for award on a sole source basis to avoid a break in services at Central Juvenile Hall. The recommended contractor, AppleOne, has the capability to provide the services as soon as a contract is awarded.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will enable the Probation Department to continue providing clerical services at Central Juvenile Hall.

It is requested that the Executive Officer/Clerk of the Board, forward a copy of the executed contract to Director Yolanda Young, Probation Department, 9150 East Imperial Highway, Downey, California 90242. Also forward a copy to Chief Financial Officer Michael A. Hoyal, AppleOne Employment Services, 327 West Broadway, Glendale, California 91204.

Respectfully submitted,



William T Fujioka
Chief Executive Officer

WTF:SRH:RDC
RS:YY:yjf

Attachment

c: Executive Officer/Clerk of the Board
County Counsel

Probation.AppleOne.Contract.bl